



**BOISE STATE UNIVERSITY**

University Policy 8090

## Telephone Services

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### **Effective Date**

July 1995

### **Last Revision Date**

January 19, 2023

### **Responsible Party**

Office of Information Technology, (208) 426-4357

### **Scope and Audience**

This policy applies to departments and end-users of University telephone services.

### **Additional Authority**

- Communications Act of 1934 (amended)
  - The Electronic Communications Privacy Act
  - Kari's Law
  - RAY BAUMS's Act
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## **1. Policy Purpose**

To outline the Office of Information Technology (OIT), department, and end-user responsibilities related to University telephone services.

## 2. Policy Statement

Boise State University provides telephone services based on cost-effective practices that comply with government rules and regulations. This policy guides decisions to ensure quality service to the University community in a cost-effective manner while setting expectations that telephone services are intended to be used for conducting official University business.

## 3. Office of Information Technology Responsibilities

- a. Manage telephone services and other telecommunications resources.
- b. Negotiate telephone services contracts on behalf of the University.
- c. Maintain compliance with all applicable laws and policies.
- d. Centrally manage and administer all equipment and services under the direction of the Vice President and Chief Financial Officer.
- e. Maintain procurement, pricing, and end-user guides at [OIT Telephone Services](#).
- f. Provide monthly departmental bills for telephone services. Monthly charges for telephone devices in use by a department will include long distance and international calls incurred by the department.
- g. Extend the telephone infrastructure.
- h. Administer the telephone numbering plan.

## 4. Department and End-User Responsibilities

- a. Personal use of telephone services that do not incur additional charges may be permitted in moderation, subject to departmental guidelines, restrictions, and supervisor approval.
- b. Department guidelines must reflect that an employee's first responsibility is to their work assignments and personal use of telephone services may not result in additional costs to the University.

## 5. Policy Non-Compliance

- a. Suspected violations of this policy should be reported to the appropriate supervisor, department head, Dean, Vice President, or to OIT.
- b. Reported violations will be evaluated on a case-by-case basis and may result in:
  - Referral to Human Resources for employee violations, which may result in discipline, up to and including dismissal
  - Civil and/or criminal liability

## 6. Related Information

Kari's Law and RAY BAUM's Act Information

<https://www.911.gov/issues/legislation-and-policy/kari-s-law-and-ray-baum-s-act/>

OIT Telephone Services

<https://www.boisestate.edu/oit-phones/>

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## Revision History

January 2016; January 19, 2023